



## Special Event Reservation Form

### STEP 1

The first step to receiving a permit to host an event within the City of Grand Rapids is reserving the event date and location. To place a hold on a desired date and location, please return this completed form to the Office of Special Events up to one (1) year before your event date. Submitting this form does not guarantee the date or location requested. Due to the increased number of special events and limited site availability, your event may be required to change date(s), location(s), and/or route(s). If the event is less than 70 days away, proceed to Step 2.

Event Name: \_\_\_\_\_ Reoccurring \_\_\_\_\_ New \_\_\_\_\_

Event Day: \_\_\_\_\_ Event Date: \_\_\_\_\_

\*Site: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Facebook/Website: \_\_\_\_\_

Event Description: \_\_\_\_\_

Race/Walk? Yes: \_\_\_\_\_ No: \_\_\_\_\_ *if yes, list general area* \_\_\_\_\_

Street Closures? Yes: \_\_\_\_\_ No: \_\_\_\_\_ *if yes, list affected streets* \_\_\_\_\_

Grand Rapids Police Department Presence Requested? Yes: \_\_\_\_\_ No: \_\_\_\_\_ \*\*Alcohol Served? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Event Organization: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mobile: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Events on public property require a \$1,000,000 General Liability Certificate of Insurance. \*\*If you are selling or serving alcohol, a liquor license with an additional \$1,000,000 Liquor Liability Certificate of Insurance is required.

### STEP 2

The next step to receiving a Special Event Permit is completing and submitting the Special Events Permit Application found at [grandrapidsmi.gov/specialevents](http://grandrapidsmi.gov/specialevents). The application and fee are due no later than 70 days before your event date – late fees will apply. Once your event application has been processed, you will meet with the OSE Review Team. Your Special Event Permit will not be issued until the event application process is completed.

Thank you for choosing to plan your event with the City of Grand Rapids!

Events + People = Community & Vibrancy!

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